



MIAMI BEACH

City of Miami Beach Request for Proposals (RFP)

FY 14/15 HOME Investment Partnership (HOME) Funds

**Deadline for Submissions:
Friday, April 18, 2014 at 4:30pm**

Applications must be received by 4:30pm on **Friday, April 18, 2014**. Any application received after that time will not be considered. The responsibility for submitting applications on or before the stated time and date is solely the responsibility of the Applicant. The City will not be responsible for delays caused by mail, courier services or any other entity or occurrence.

City of Miami Beach
Office of Housing & Community Development
555 -17th Street
Miami Beach, Florida 33139

Telephone: 305-673-7260

Fax: 305-604-2421

Website: www.miamibeachfl.gov

Email: mariarui@miamicityfl.gov



MIAMI BEACH

Mayor & Members of the City Commission:

Philip Levine, Mayor
Deede Weithorn, Vice-Mayor
Michael Grieco, Commissioner
Joy Malakoff, Commissioner
Micky Steinberg, Commissioner
Edward L. Tobin, Commissioner
Jonah Wolfson, Commissioner

City Administration:

Jimmy L. Morales, City Manager
Kathie G. Brooks, Assistant City Manager
Jose Jimenez, Esq., Assistant City Manager
Mark Taxis, Assistant City Manager

Housing & Community Development Staff:

Maria L. Ruiz, Director
Alejandro Ballina, CDBG Coordinator
A. Richard Bowman, HOME Coordinator
Dirnora Rosario, Public Services Monitor
Alice Waters, Financial Analyst

"We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community."

Our Vision

The City of Miami Beach will be:

- Cleaner and Safer;
- More Beautiful and Vibrant;
- A Mature, Stable Residential Community with Well-improved Infrastructure;
- A Unique Urban and Historic Environment;
- A Cultural, Entertainment, Tourism Capital; and
- An International Center for Innovation in Culture, Recreation and Business.

Our Values

- We maintain the City of Miami Beach as a world-class city.
- We work as a cooperative team of well-trained professionals.
- We serve the public with dignity and respect.
- We conduct the business of the City with honesty, integrity, and dedication.
- We are ambassadors of good will to our residents, visitors, and the business community.

Notice of Funding Availability (1 of 3)

The City of Miami Beach is an entitlement grantee of federal funds. It receives an annual allocation of funding for the HOME Investment Partnership Program (HOME) and Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD). The City is entitled to these funds because its population, housing and/or demographic characteristics meet the formula requirements needed to obtain funding.

HUD requires the City complete a five-year Consolidated Plan that includes a housing assessment, market analysis and assessment of community development needs. The Consolidated Plan is meant to address the needs of low- and moderate-income persons and families, including homeless individuals. The Plan establishes the City's program priorities, goals and objectives for community development programs and sets the framework for subsequent One Year Action Plans that describe specific activities that will be funded through the City's HUD-funded grant programs.

As an entitlement grantee, the City develops its own programs and funding priorities. However, it must give maximum feasible priority to activities which:

- Benefit low- and moderate-income persons and households;
- Aid in the prevention or elimination of slums and blight; or
- Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community. Urgent needs are defined as those which have no other financial resources available.

The City of Miami Beach is projecting the availability of the following FY 2014/15 funds subject to the availability and allocation by HUD:

HOME	Amount Available
HOME Entitlement	\$ 326,929
City Administration (10%)	\$ 32,692
CHDO Set Aside (15%)	\$ 63,386

The City obtained authorization from the Mayor and City Commission on March 5, 2014 to issue the attached Request For Proposals (RFP) to solicit eligible affordable housing, capital and public service projects within the City.

Here is the timeline of events for this RFP:

Date	Event/Expected Outcome
March 5, 2014	Authorization from the Mayor & Commission to recapture funds and issue RFP
March 19, 2014	RFP Issued
March 26, 2014	Applicant conference to address RFP questions convened - Attendance is Mandatory
April 14, 2014	Last day for written questions
April 18, 2014	Deadline for receipt of RFP applications
April 19 - 29, 2014	Staff review of applications
April 30, 2014	Joint meeting of AHAC and CDAC to review applications and make funding recommendations to the Mayor and Commission
May 21, 2014	Submit funding recommendations to Mayor & Commission for award
May 22, 2014	Commence 30-Day Comment Period

Notice of Funding Availability (2 of 3)

Eligible Categories for Use of HOME Program funds under this RFP

- Rehabilitation of existing multi-family buildings (more than 4 units)

Rehabilitation of existing multi-family buildings to provide safe, decent, sanitary rental housing to income-eligible tenants. Construction activities must commence within 12 months of entering into a contract with the City for HOME Program funds. Projects may be proposed to provide all HOME-assisted units or mixed-income units.

- Acquisition and rehabilitation of existing multi-family buildings (more than 4 units)

Existing multi-family buildings may be acquired and rehabilitated to provide safe, decent, sanitary rental housing to income-eligible tenants. Construction activities must commence within 12 months of entering into a contract with the City for HOME Program funds. Projects may be proposed to provide all HOME-assisted units or mixed-income units.

- Acquisition and rehabilitation of existing scattered units

Single-family housing (including condominium units) may be acquired and rehabilitated to provide safe, decent, sanitary rental housing to income-eligible tenants and first-time eligible homeowners.

HOME-Assisted Units

Proposed projects which contain all HOME-assisted units or mixed-income units will be considered. Refer to CPD Notice 98-02 "Allocating Costs and Identifying HOME Assisted-Units in Multi-Unit Projects". The number of HOME-assisted units in a project is based on the number of units that are acquired or rehabilitated with HOME funds. These units are subject to rent, occupancy, per unit subsidy limits, and resale/recapture restrictions.

Period of Affordability

Under the HOME Program, HOME-assisted units must meet certain Minimum Affordability Requirements beginning after project completion. However, the City of Miami Beach requires that the affordability period be extended for a minimum term of thirty (30) years. The affordability requirements apply without regard to the term of any loan or mortgage or the transfer of ownership. To enforce the affordability and income eligibility requirements, the City will require the property owner to execute a Mortgage and Security Agreement, and a Promissory Note, which will be recorded in the public records as a lien against the property.

HOME Income Limit Set-Aside Requirements

The HOME Program requirements for unit occupancy and affordability apply at the time of occupancy or at the time HOME funds are invested, whichever is later, and throughout the period of affordability. HUD periodically publishes income limits for the HOME Program.

At the time of the initial rent-up, housing will qualify as affordable only if the project is configured as follows:

- 1) At least 20 percent of the HOME assisted rental units must be occupied by families with household income of 50 percent or less of the Area Median Income, adjusted for family size;
- 2) At least 70 percent of the HOME assisted rental units must be occupied by families with household income of 60 percent or less of the Area Median Income, adjusted for family size;
- 3) A maximum of 10 percent of the HOME assisted rental units may be occupied by families with household income of 80 percent or less of the Area Median Income, adjusted for family size.

Notice of Funding Availability (3 of 3)

Long Term Occupancy Requirements

After projects are initially occupied, owners are required to maintain occupancy of units by low and very low-income persons for the period of affordability as specified above. Project owners are responsible for maintaining the correct number of High and Low HOME rent units, establishing systems to recertify tenant income on an annual basis, and adjusting rents for over-income tenants when required.

Applicant Conference - Mandatory

Applicant's responding to this RFP must attend the Applicant Conference scheduled for **March 26, 2014 at 9am at the Housing & Community Development Conference Room, located at 555 - 17th Street.**

The conference will review application requirements, use of the provided form and address applicant questions. This is the only public event for the purposes of addressing questions, concerns or clarification regarding the RFP.

At the conference, attendees will be provided with a submission code that must be inserted in the designated area within the **Applicant Info**(rmation) tab enable submission of the application.

Once the RFP is issued, comments raised outside of the Applicant Conference will be addressed via email. Questions can be posed by sending an email to mariaruiz@miamibeachfl.gov. Replies will be provided and shared with all Applicant Conference attendees within 48 business hours. The last date to submit written questions is April 14, 2014.

Priorities

In order to guide outside agencies that are seeking funding, establish parameters for the project selection process and enable success in project implementation, the following broadly defined priorities and operational imperatives have been established in the City's *FY 2013-17 Consolidated Plan* and summarized for purposes of this RFP as:

- Affordable housing and compliance with Equal Opportunity and Fair Housing Laws in the City of Miami Beach
- Minimize displacement, promote job creation/retention, ensure adequate benefits, encourage private development, and provide planning and administrative support.
- Revitalize neighborhoods, remove architectural barriers, eliminate slum and blighted conditions, and encourage the preservation of historic structures.

Operational Imperatives

In order to ensure accountability and the judicious use of finite, public resources, the following operational imperatives have been established in the *FY 2013-17 Consolidated Plan* and City processes:

- Recipient organizations must have acceptable past and/or current performance on similar projects.
- As this is a reimbursable grant, recipient organizations must have the fiscal capacity to undertake the proposed project.
- Activities will not be funded unless the organization has developed realistic cost estimates and timelines, and demonstrated past financial stability (as evidenced in its past two agency fiscal audits).
- Agency must demonstrate that the use of awarded City funds will ensure the required funding for the proposed project, i.e. City funds are the last needed to complete the project.
- Organizations requesting funds from more than one agency will be required to submit a Subsidy Layering Review which includes a certified Sources and Uses Summary
- Recipients will be expected to provide matching funds and/or otherwise participate in the cost of their proposed project
- Housing development and property improvement programs are expected to use quality, long-lasting methods and materials that require a minimum of maintenance or upkeep and provide a Physical Needs Assessment for the proposed project
- The cost of providing housing or services will be considered in evaluating applications and must meet HUD guidelines
- Recipients must adhere to HUD and City guidelines for procurement of goods and services including professional services.
- Funded activities must meet a National Objective within two years of funding award.

Further priority is given to those established housing needs for which there is currently insufficient assistance including:

- 1 Acquisition for affordable rental housing and low-and moderate-income first-time homebuyers
- 2 Multi-family Housing rehabilitation

In addition, the City will prioritize awards to those projects that align with its Key Intended Outcomes (KIO) as defined in its current *Strategic Plan* . The City's KIOs can be found in its own tab within this workbook.

Eligible Activities

The primary objective of the HOME program is to provide safe, decent and affordable housing to low- and moderate-income persons and households who earn at or below 80% of the median income.

Funded activities must deliver affordable, decent, safe and sanitary housing for low- and moderate-income households in the City of Miami Beach.

Applicable Income Tables are referenced in the corresponding tab in this workbook.

Application Instructions (1 of 2)

This workbook has been designed to minimize completion time and ensure consistency of applications submitted. **Only applications completed on an Excel platform will be accepted.** To minimize duplicative efforts, once you input the agency name in the Applicant Information tab, the name will automatically populate in all other required areas.

Applicants must complete all shaded areas. For your convenience, areas shaded in **green** have drop-down menus and areas shaded in **red** are auto-filled. **Grey** shaded areas require a text input by the applicant.

Tab	General Instructions
Submission Checklist	<p>Threshold items determining the Applicant's responsiveness are indicated as Required. Items requiring signatures are noted as Signatures Needed.</p> <p>A drop-down menu is provided for each item to enable easy labeling as submitted or not. Please ensure to update the status for each item.</p> <p>In addition, we have left open spaces in the event that the applicant wishes to attach additional items not specifically requested in the RFP.</p>
Applicant Info(rmation)	<p>All shaded areas require a response. Those areas in grey require a manual input. Items shaded in green require use of the drop-down menu provided.</p> <p>DO NOT ALTER ANY AREA SHADED IN RED.</p> <p>Make sure that both the person preparing the application and the agency's authorized signatory sign this section once printed in hard copy format.</p>
Project Overview	<p>The Applicant name is auto-populated once you have completed the previous tab. As you provide the Project Synopsis in the green shaded space provided, please be succinct but complete in your narrative and run spellcheck before finalizing.</p> <p>If you have a Physical Needs Assessment for the proposed project, please include as an attachment.</p> <p>For Project Partners, list each entity separately and use the drop-down menu to indicate the type of support provided from each. In the final column, please list the cash value of the entity's support.</p> <p>DO NOT ALTER ANY AREA SHADED IN RED.</p>
Project Impact	<p>Please note there are two pages to this section.</p> <p>Be certain to answer the questions asked fully. Be succinct but complete in your narrative and run spellcheck before finalizing.</p>
Applicant Experience	<p>Please note there are two pages to this section.</p> <p>Be certain to answer the questions asked fully. Be succinct but complete in your narrative and run spellcheck before finalizing.</p>
Project Budget	<p>The Budget form has five columns. The first column should list all of the entities providing cash, financing or in-kind leverage to the proposed project.</p> <p>The second column, "Confirmed Receipt", enables you to insert the dollar value of any commitment that has been secured.</p> <p>The third column, "Pending Receipt", enables you to insert the value of any projected funds that have yet to be secured but may be reasonably expected.</p> <p>The fourth column, "City Request" enables you to insert the value of funds requested from the City through this RFP process.</p> <p>DO NOT ALTER ANY AREA SHADED IN RED.</p>

Application Instructions (2 of 2)

Tab	General Instructions
Sources & Uses	<p>In the column labeled "Line Item Category," list the various project expenses using the drop-down menu provided.</p> <p>In each of the following columns to the right, and under "Fund Source", insert the name of the funding entity and then below the respective amounts allocated to each line item.</p> <p>A second page is provided if your project has more than five (5) funding sources. Make sure that both the person preparing the application and the agency's authorized signatory sign this section once printed in hard copy format.</p>
Priority Alignment	<p>Using the drop-down menus provided, answer each area shaded in green.</p> <p>Provide a brief but succinct narrative in the grey space provided that explains how your agency will measure its impact on the City's Key Intended Outcomes selected.</p> <p>Run spellcheck before finalizing your narrative.</p>
Affidavit 1	Review and provide signatures requested.
Affidavit 2	Review and provide signatures requested.
Affidavit 3	Review and provide signatures requested.
Affidavit 4	Review and provide signatures requested.

Required Attachments

The following attachments are required and must be submitted with the one (1) original hard copy application and two copies. These attachments should be placed directly following Affidavit 4 with the hard copies.

1. Agency's Articles of Incorporation in their entirety.
2. A current list of the Applicant's Board of Directors and their respective affiliation(s).
3. The Applicant's last two (2) annual financial audits.
4. Letters of commitment/award, contracts or other documents attesting to the evidence of matching/in-kind funds. Resources or financing.

Recommended Attachments

While a Subsidy Layering Review is not required at the time of application, it is encouraged as a means of reviewing the project's fiscal viability. If provided, this document should follow the required attachments.

Additional Attachments

If the applicant wishes to submit additional documents, they may do so. If provided, these should follow the required attachments.

Application Submission

Applicants must submit their application(s) as follows:

- ! One (1) original hard copy with authorizing signatures in **blue** ink.
- ! One (1) duplicate hard copy of the original hard copy application.
- ! One digital copy in Excel format of the application with attachments in RDP format on CD ROM.

Via Hand Delivery: Office of Housing & Community Development, 555 - 17th Street, Miami Beach, Florida 33139. Receipt is made weekdays, 9am to 4pm excluding legal holidays.

Via Mail Delivery: Office of Community Development, 1700 Convention Center Drive, Miami Beach, Florida 33139

General Information (1 of 4)

The following funding is available through this RFP:

HOME	Amount Available
HOME Entitlement	\$ 326,929
City Administration (10%)	\$ 32,692
CHDO Set Aside (15%)	\$ 63,386

Please note that these funds are estimates and subject to availability and allocation by HUD.

Determination of Appropriateness

Prior to preparing an application for funds, applicants are strongly advised to determine if the proposed project is an eligible activity as defined by HUD regulations. Projects must result in the creation of safe, sanitary, decent and affordable housing to low- and moderate-income persons and households who earn at or below 80% of the median income.

Deadline for Submission

Responses to this RFP are **due Friday, April 18, 2014 at 4:30pm** at the Office of Housing & Community Development located at 555 -17th Street, Miami Beach, Florida 33139. Mailed applications should be sent to Office of Housing & Community Development, Attention: Maria Ruiz, Miami Beach City Hall, 1700 Convention Center Drive, Miami Beach, Florida 33139.

Late applications will not be accepted.

Fatal Flaws

The following errors, omissions and/or conditions are considered fatal flaws preventing applications from consideration for funding:

- ! Incomplete applications (missing any section of the application or omission of required attachments)
- ! Factual errors resulting in the misrepresentation of an organization's experience, capacity or ownership
- ! Projects with funding gaps despite the potential award of City funds

Submission Requirements

Applicants must submit their application(s) as follows:

- ☐ One (1) original hard copy with authorizing signatures in **blue** ink.
- ☐ One (1) duplicate hard copy of the original hard copy application.
- ☐ One digital copy in Excel format of the application with attachments in PDF format on CD ROM.

Directions for Completing the Application

This workbook has been designed to minimize completion time and ensure consistency of applications submitted. Only applications completed on an Excel platform will be accepted. To minimize duplicative efforts, once you input the agency name in the Applicant Information tab, the name will automatically populate in all other required areas.

Applicants must complete all shaded areas. For your convenience, areas shaded in **green** have drop-down menus and areas shaded in **red** are auto-filled. **Grey** shaded areas require a text input by the applicant.

General Information (2 of 4)

Modifications/Withdrawals of Proposals

An Applicant may submit a modified Application to replace all or any portion of a previously submitted Application up until the Application due date and time. Modifications received after the Application due date and time will not be considered. Applications shall be irrevocable until contract award unless withdrawn in writing prior to the Application due date, or after expiration of 120 calendar days from the opening of Applications without a contract award. Letters of withdrawal received after the Application due date and before said expiration date, and letters of withdrawal received after contract award will not be considered.

RFP Postponement/Cancellation/Rejection

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, Applications; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP, or in any Applications received as a result of this RFP.

Costs Incurred by Applicants

All expenses involved with the preparation and submission of Applications, or any work performed in connection therewith, shall be the sole responsibility (and shall be at the sole cost and expense) of the Applicant, and shall not be reimbursed by the City.

Exceptions to RFP

Applicants must clearly indicate any exceptions they wish to take to any of the terms in this RFP, and outline what, if any, alternative is being offered. All exceptions and alternatives shall be included and clearly delineated, in writing, in the Application. The City, at its sole and absolute discretion, may accept or reject any or all exceptions and alternatives. In cases in which exceptions and alternatives are rejected, the City shall require the Applicant to comply with the particular term and/or condition of the RFP to which Applicant took exception to (as said term and/or condition was originally set forth on the RFP).

Florida Public Records Laws

Applicants are hereby notified that all Applications including, without limitation, any and all information and documentation submitted therewith, will be available for public inspection after opening of Applications, in compliance with Florida Public Records Law including, without limitation, Chapter 119, Florida Statutes.

Negotiations

The City reserves the right to enter into further negotiations with the selected Applicant(s). Notwithstanding the preceding, the City is in no way obligated to enter into a contract with the selected Applicant(s) in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by Applicants that by submitting a Application, no property interest or legal right of any kind shall be created at any time until and unless a contract has been agreed to; approved by the City; and executed by the parties.

Observance of Laws

Applicants are expected to be familiar with, and comply with, all Federal, State, County, and City laws, ordinances, codes, rules and regulations, and all orders and decrees of bodies or tribunals having jurisdiction or authority which, in any manner, may affect the scope of services and/or project contemplated by this RFA (including, without limitation, the Americans with Disabilities Act, Title VII of the Civil Rights Act, the EEOC Uniform Guidelines, and all EEO regulations and guidelines). Ignorance of the law(s) on the part of the Applicant will in no way relieve it from responsibility for compliance.

General Information (3 of 4)

Conflict of Interest

All Applicants must disclose, in their Application, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Miami Beach. Further, all Applicants must disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Applicant entity or any of its affiliates. These same provisions apply for any vendors contracted with these funds who may have an interest, directly or indirectly, with the Applicant. Disclosures must be submitted in writing, on Applicant letterhead, at the time of proposal submission.

Applicant's Responsibility

Before submitting a Application, each Applicant shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the Applicant from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Applicant.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

American With Disabilities Act (ADA)

Call (305) 673-7260/VOICE to request material in accessible format; sign language interpreters (five days in advance when possible), or information on access for persons with disabilities. For more information on ADA compliance, please call the Public Works Department, at 305-673-7631.

Acceptance of Gifts, Favors, Services

Applicants shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City, for the purpose of influencing consideration of this Application. Pursuant to Sec. 2-449 of the City Code, no officer or employee of the City shall accept any gift, favor or service that might reasonably tend improperly to influence him in the discharge of his official duties.

Procurement

While all funded agencies will be required to adhere to procurement guidelines established by HUD, Applicants are advised that the City reserves the right to proactively review your procurement practices including review of your bid documents prior to public issuance.

Developer's Fees

Developer's Fees are capped at 15 (fifteen) percent of project costs, proportional to each funding source. An additional one (1) percent Developer's Fee will be awarded if the proposed project is completed on-time and on-budget.

General Information (4 of 4)

Contingency Funds

The City reserves the right to require prior City Manager approval for the expenditure of any funds assigned as contingency. Please note that executed *Professional Justification Affidavits* will be required for any expense drawn from contingency funds.

Projects with Multiple Funding Sources

Funded projects with two or more funding sources will be required to submit to the City copies of draws/reimbursement packages submitted to other funding sources to ensure fidelity to single billing standards.

Leadership in Energy and Environmental Design (LEED)

The U.S. Green Building Council is a non-profit community of leaders working to make green buildings available to everyone. The U.S. Green Building Council developed the Leadership in Energy and Environmental Design (LEED) Green Building Rating System to encourage sustainable green building and development practices. LEED is a third-party certification program and the nationally-accepted benchmark for the design, construction and operation of high-performance green buildings. LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health: 1. Sustainable site development; 2. Water savings; 3. Energy efficiency; 4. Materials selection; and 5. Indoor environmental quality.

LEED is a point-based system where projects earn LEED points for satisfying specific green building criteria. Within each of the six LEED credit categories, projects must satisfy particular prerequisites and earn points. The six categories include: 1. Sustainable Sites; 2. Water Efficiency; 3. Energy & Atmosphere; 4. Materials & Resources; 5. Indoor Environmental Quality; and 6. Innovation in Design.

The number of points the project earns determines the level of LEED Certification the project receives. LEED certification is available in four progressive levels: 1. Platinum; 2. Gold; 3. Silver; and 4. Certified Environmental benefits.

LEED offers several benefits to the developer, tenant and community including, but not limited to:

- Enhances and protects ecosystems and biodiversity
- Improves air and water quality
- Reduces solid waste
- Conserves natural resources
- Reduces operating costs
- Enhances asset value and profits
- Improves employee productivity and satisfaction
- Optimizes life-cycle economic performance
- Improves air, thermal, and acoustic environments
- Enhances occupant comfort and health
- Minimizes strain on local infrastructure
- Contributes to overall quality of life

The City will award bonus points for projects that include LEED certification as a project outcome.

Application Scoring

Minimum requirements for application submission: Applicants submitting applications may be not-for-profit or for-profit corporations or partnerships. Applicants must have a minimum of five (5) years of experience in the acquisition and rehabilitation of owner-occupied affordable housing and/or first-time homebuyer programs.

Selection criteria will include, but is not limited to:

1. Ability to provide strong construction management practices and to provide first quality materials, including landscaping if applicable
2. Ability to perform all applicant selection and income certification processes in accordance with local, state, and federal regulations
3. Ability to comply with the City's reporting requirements
4. Total project cost
5. Total number of units
6. Leveraging
7. Ability to conform to the City's plan for spatial de-concentration
8. Ability to provide homeowners with HUD-Certified Homeownership Counseling
9. Ability to provide individualized training to homebuyers on issues such as home maintenance and budgeting
10. Ability to demonstrate that the organization participates in the Welfare Transition Program

The Office of Housing and Community Development will review all responses to the RFP to ensure compliance with the requirements of the RFP as well as under applicable Florida Statutes, Resolutions and the Consolidated Plan. All eligible applications will be submitted to the City's Loan Review Committee and Affordable Housing Advisory Committee. The Committee will review all applications in accordance with the criteria as outlined in the RFP.

Sections within the RFP are weighted and their respective values are noted below:

Section/Tab	Maximum Points
Applicant Info(rmation)	5
Project Overview	20
Project Impact	20
Applicant Experience	25
Project Budget	20
Sources & Uses	5
Priority Alignment	5
MAXIMUM POSSIBLE SCORE	100

Scoring Criteria

Proposals are scored based on the viability, fiscal soundness and capacity of the applicant. The following factors are considered by staff in evaluating applications:

Site Control

The Applicant should have site control of the property being improved. This can be either as the owner of the property or as the Developer (memorialized through Memoranda Of Understanding or development agreement).

Permits

Have permits been obtained for the project? This provides progress context for the evaluation.

Infrastructure

Is there appropriate infrastructure or access to infrastructure? This provides viability perspective.

Project Size

How many units of affordable housing will be created/preserved? This determines impact.

Funding

Has all project funding been secured? This addresses viability and Applicant capacity.

Leverage

How much money is needed from the City? The lower the ratio to cash-in-hand, the stronger the proposal.

Experience

How long has the Applicant developed affordable housing? What success has been achieved? This speaks to experience, capacity and project viability.

Work History

How many units of affordable housing has the Applicant produced? This speaks to capacity and experience.

Energy Efficiency Features

Has the Applicant incorporated energy efficient features whenever possible? This speaks to project longevity.

HUD FY 2014 Income Tables for the City of Miami Beach

Median Income	FY 2014 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$ 49,000.00	Low (80%) Income Limits	\$ 38,100	\$ 43,550	\$ 49,000	\$ 54,400	\$ 58,800	\$ 63,150	\$ 67,500	\$ 71,850
	Very Low (50%) Income Limits	\$ 23,800	\$ 27,200	\$ 30,600	\$ 3,400	\$ 36,750	\$ 39,450	\$ 42,200	\$ 44,900
	Extremely Low (30%) Income Limits	\$ 14,300	\$ 16,350	\$ 18,400	\$ 20,400	\$ 22,050	\$ 23,700	\$ 25,300	\$ 26,950

Uniform Relocation Assistance (URA)

If a project proposed in response to this RFA includes the purchase of a building or an offer to purchase a building which is occupied, the tenants are entitled to the benefits provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). The following information is provided to assist the applicant in complying with the URA.

1. URA preparation needs to start early. A URA notice needs to be given to the Seller when the purchase offer/option is made.
2. HUD and the City of Miami Beach care about this. Developers who are working on HUD-funded projects need to understand that the URA is basic consumer legislation that addresses “fairness” issues. Tenants whose living circumstances are changed by a project - either by higher rents or involuntary moves - must be protected and compensated.
3. The relocation rules are not all one-sided. There are actions that can be taken to control costs and prevent displacement. These actions include informing tenants about the project, treating them fairly during the process, staging work if it is feasible, and keeping their rents affordable. Tenants must continue to pay rent and comply with the lease during the process.
4. Mistakes can be costly. Planning for relocation and tenant concerns is critical because grantees, owners and developers can all take actions which can incur a financial liability. Displaced tenants are entitled to 42 or 60 months of rental assistance depending on the situation. Many claims exceed \$10,000. Although some claims are unavoidable, there is no reason to incur these costs by failure to follow the rules.
5. Planning is critical. Relocation concerns must be thought out early in the process so decisions about rents, construction timing and project feasibility can be considered before they are a crisis.
6. Cooperation is Essential. All parties involved in the project must do the right thing in order to make the process work. The Developer and the City must work together.
7. There are three basic requirements for tenants in rental rehabilitation projects. They must be given timely information about the pending application. If the project is approved, they must be advised about any changes that will occur to their situation. If they are not advised - and move - they could claim that they were displaced even if that was not intended and they could be eligible for considerable financial compensation. If they must be displaced, they must be offered a comparable replacement unit (as defined by HUD). Moving expenses must be paid. No one can be required to move without 90 days notice. Tenants who will stay in the property after work is complete must be offered a suitable unit that is affordable to them.

Applicant Information

Applicant Name:			
Applicant Address:			
Telephone Number:		Fax Number:	
Executive Director:		E-Mail Address:	
Contact Person:		E-Mail Address:	
Board Secretary:		E-Mail Address:	
Employer Identification Number:		Corporate Status:	
Is applicant a CHDO for the City of Miami Beach:		Submission Code:	

Required Attachments

Applicant's Articles of Incorporation	
Internal Revenue Services (IRS) Designation Letter	
Current Board of Director's Membership with Professional Affiliations	

Proposed Project Summary

Project Location (Address & Zip Code):			
Project Category:			
Project Type:			
#of Units to be Created/Rehabilitated:			
Project Budget:	\$	-	Agency Budget: \$ -
Amount of Secured Funding:	\$	-	
Amount of Funding Requested from City:	\$	-	

Recommended Attachments

Subsidy Layering Review completed within past sixty (60) days	
---	--

Applicant Certification

On behalf of the applicant organization, we certify that all of the information contained in this application is true and accurate. We further understand that the material omission or inclusion of false information contained in this application constitutes grounds for disqualification of the application and Applicant. We further understand that by submitting an application, we, as the authorized representatives for the organization are accepting the terms and conditions as they appear in the Request For Proposals February 2014.

Signature of Preparing Party/ Date
Name/Title: _____

Signature of Authorizing Party/ Date
Name/Title: _____

City of Miami Beach Use Only

Project Funding Level:	#DIV/0!	Cost P/Unit:	#DIV/0!
City Funding Level:	#DIV/0!	Project Outlook:	#DIV/0!

SCORE RANGE FOR SECTION

5 Points

Submission Checklist

Please verify that the following has been completed and submitted by the submission deadline as noted:

Item/Attachment	Status
Applicant Info(rmation) (Signatures Needed) - Required	
Submission Checklist (Signatures Needed) - Required	
Project Overview - Required	
Project Impact - Required	
Applicant Experience - Required	
Project Budget - Required	
Sources & Uses (Signatures Needed) - Required	
Priority Alignment - Required	
Affidavit 1 (Signatures Needed) - Required	
Affidavit 2 (Signatures Needed) - Required	
Affidavit 3 (Signatures Needed) - Required	
Affidavit 4 (Signatures Needed) - Required	
Applicant's Articles of Incorporation - Required	
Applicant's Internal Revenue Services Designation Letter - Required	
Current Board of Director's with Professional Affiliations - Required	
Physical Needs Assessment - Required	
Applicant Agency's Last Two Annual Audits - Required	
Evidence of Matching Funds/Leverage - Required	
Title, Mortgage or Other Proof of Property Ownership/Control - Required	
Subsidy Layering Review - Optional	
Project Renderings - Optional	
Building Permits, if obtained - Optional	
Property Appraisal - Optional	

Signature of Preparing Party/ Date

Name/Title:

Signature of Authorizing Party/ Date

Name/Title:

Project Overview

Applicant: 0

Project Type:

Project Synopsis

In the space below, provide a brief synopsis of your proposed project including current status, location, scope and beneficiaries.

Project's LEED Certification Sought:

Required Attachments

Physical Needs Assessment (conducted by third party)

Title, Mortgage or Other Proof of Property Ownership/Control

Project Partners

Please list the entities providing cash, financing and other support to proposed project.

Entity	Support Type	Support Value
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
Total Value of Project Investment		\$ -

City of Miami Beach Use Only

Fiscal Check:

#VALUE!

SCORE RANGE FOR SECTION

20 Points

Project Impact (1 of 2)

Applicant: 0

In the space below, answer the following questions and provide any additional information regarding the project's impact:

1. Describe the scope of your proposed project including a summary of planned construction goals.
2. Describe the impact of your project on the immediate neighborhood and possible jobs created (temporary and permanent).

SCORE RANGE FOR SECTION

10 Points

Project Impact (2 of 2)

Applicant: 0

In the space below, answer the following questions and provide any additional information regarding the project's impact:

1. Describe if tenants will be relocated and, if so, summarize relocation plan.
2. Provide a brief project timeline.

SCORE RANGE FOR SECTION

10 Points

Applicant Experience (1 of 2)

Applicant: 0

In the space below, answer the following questions and provide any additional information regarding applicant experience.

1. Describe experience in developing, rehabilitating and/or managing affordable housing.
2. Provide specific examples of successful projects.

SCORE RANGE FOR SECTION

10 Points

Applicant Experience (2 of 2)

Applicant: 0

In the space below, answer the following questions and provide any additional information regarding applicant experience.

1. Fiscal capacity to successfully complete project including previous receipt of HUD funds. Provide specific examples.

SCORE RANGE FOR SECTION

15 Points

Project Budget

Applicant: 0

Required Attachments:	Letters of funding commitment, financing agreements, and/or asset inventory (i.e. bank statements)
------------------------------	--

Line Item Category/ Cost Category		Confirmed Receipt		Pending Receipt		City Request		Line Total	
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
		\$	-	\$	-	\$	-	\$	-
Project Totals		\$	-	\$	-	\$	-	\$	-

In the space below, please provide detail for any line item with "other" in category title.

Signature of Preparing Party/ Date

Name/Title:

Signature of Authorizing Party/Date

Name/Title:

SCORE RANGE FOR SECTION

20 Points

Sources & Uses of Project Funds

Applicant: 0

	Funding Source #1	Funding Source #2	Funding Source #3	Funding Source #4	Funding Source #5
Line Item Category/ Cost Category	Insert Source Here	Insert Source Here	Insert Source Here	Insert Source Here	Insert Source Here
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Project Totals	\$ -	\$ -	\$ -	\$ -	\$ -

Please use next page if necessary.

Signature of Preparing Party/ Date

Name/Title:

Signature of Authorizing Party/Date

Name/Title:

SCORE RANGE FOR SECTION

5 Points

Operating Budget Overview

Please provide information regarding the operating budget for the project once completed and operational.

OPERATING INCOME				MONTHLY VALUE	ANNUAL VALUE
Gross Rent	# of Units	X	Rent Value	\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
					\$ -
Vacancy Allowance	(Amount may not exceed 10 %)				\$ -
Other Income	Describe:				

OPERATING EXPENSES		MONTHLY VALUE	ANNUAL VALUE
Management Fee	Assign fixed monthly value		\$ -
Additional Admin Costs	(This may include legal, accounting, advertising, etc.)		\$ -
Monthly Maintenance			\$ -
Extermination	If less than monthly, pro-rate		\$ -
Landscaping	If less than monthly, pro-rate		\$ -
Waste/Trash Removal			\$ -
Property Insurance			\$ -
Real Estate Taxes	Provide estimated value, if applicable		\$ -
Other: Specify in next cell			\$ -
Other: Specify in next cell			\$ -
Other: Specify in next cell			\$ -
Other: Specify in next cell			\$ -
Other: Specify in next cell			\$ -

DEBT SERVICE		MONTHLY VALUE	ANNUAL VALUE
Mortgage: Insert Bank in Next Cell			\$ -
Mortgage: Insert Bank in Next Cell			\$ -
Other: Specify in Next Cell			\$ -
Other: Specify in Next Cell			\$ -
Other: Specify in Next Cell			\$ -

ADDITIONAL COSTS	MONTHLY VALUE	ANNUAL VALUE
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -

	INCOME	COSTS
MONTHLY PROJECT OPERATING COSTS	\$ -	\$ -

Priority Alignment

Housing Type Being Proposed:

Project Location:

Beneficiaries (List All):

The City of Miami Beach has achieved a great deal by staying focused on its mission, vision and strategic priorities. By using performance measurements to gauge how well it is managing resources and delivering services, the City has areas that have seen significant improvements since its plan was chartered.

As a recipient of public resources, please indicate below how your project aligns with the City's Strategic Plan. At a minimum, you must select one Key Intended Outcome (KIO) that your project will address. Extra points will be awarded for your ability to address additional KIOs.

Please note that awarded projects will be required to measure and report their progress on meeting identified KIO goals.

Primary KIO Proposed Project Will Address:

Secondary KIO Proposed Project Will Address:

Tertiary KIO Proposed Project Will Address:

In the space provided below, please describe the measures you will use to quantify your impact on the selected KIOs above. Please note that all measures must be numerical in nature, i.e., the number of units developed, the number of tenants served.

SCORE RANGE FOR SECTION

5 Points

Acknowledgement of Application Submission

Applicant: 0

As the duly authorized signatory and preparer, respectively, for the agency listed above, we have read the City of Miami Beach Request For Proposals for Recaptured HOME funds and agree to the terms, specific limitations, and conditions expressed herein. In addition, we have read, relied upon, acknowledge, and accept the City's Disclosure Disclaimer as attached.

Further, if our proposed project includes the rehabilitation or construction of a residential building that is currently occupied, we hereby authorize the staff of the City of Miami Beach Office of Housing and Community Development to enter the premises and interview residents. We realize that the purpose of the interviews is to determine the estimated amount of relocation assistance that may be needed.

BY signing below, the undersigned acknowledge that they have read and understand the Certifications attached hereto and labeled as "Affidavits" and, if awarded HOME funds, the Applicant will be able to comply fully with the provisions of those certifications and will be able to comply with all additional applicable federal, state and local requirements, including procurement and financial management. Applicant also acknowledges that if a funding recommendation is made for less than the full amount applied for, additional documentation including a revised budget, scope of work and sources and uses may be requested prior to final finding determinations.

The City of Miami Beach reserves the right to verify that the authorized signatures above are authorized to bind the Applicant and may require Applicant to submit documentation verifying such authority.

Signature of Preparing Party/ Date

Name/Title:

Signature of Authorizing Party/ Date

Name/Title:

Affidavit of Compliance with Federal, State and Local Regulations

Applicant: 0

The undersigned certify that the information in this application is true and correct. The undersigned further certify that they are aware that if the City of Miami Beach finds that the applicant agency or undersigned have engaged in fraudulent actions or intentionally misrepresented facts on this application, this application will be rejected and the applicant agency may be unable to participate in any City-funded program for two (2) complete fiscal years.

If applying for HOME Investments Partnership Program funds, the applicant via the undersigned certify that it has read, understands and agrees to comply with the provisions of 24 CFR 92, and all federal regulations issued thereto by the United States Department of Housing and Urban Development (HUD).

The undersigned understand and agree to abide by the provisions of the applicable, federal, state and local regulations and laws.

Signature of Preparing Party/ Date

Name/Title:

Signature of Authorizing Party/ Date

Name/Title:

Signature of Board Chair/ Date

Name/Title:

Signature of Board Secretary/ Date

Name/Title:

Disclosure and Disclaimer

Applicant: 0

This Request for Proposals (RFP) is being furnished to the applicant by the City of Miami Beach (City) for the applicant's information and convenience. Any action taken by the City in response to applications made pursuant to this RFA or in making any award or in failing or refusing to make any award pursuant to such applications, or in canceling awards, or in withdrawing or canceling this RFA, either before or after issuance of an award(s), shall be without any liability on the part of the City. The contents of this RFA are neither warranted nor guaranteed by the City. Applicants interested in pursuing this development opportunity are urged to make such evaluations as they deem advisable and to reach independent conclusions concerning statements made in this RFA and any supplements thereto. The City reserves the right to reject any and all applications for any reason, or for no reason, without any resultant liability to the City.

In its sole discretion, the City may withdraw the RFP either before or after receiving applications, may accept or reject applications, and may accept applications which deviate from the RFP as it deems appropriate and in its best interest. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting applications in response to this RFP.

Following submission of an application, the applicant agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the application and the applicant including the applicant's affiliates, officers, directors, shareholders, partners and employees as requested by the City in its discretion.

The information contained herein is provided solely for the convenience of prospective housing development entities. It is the responsibility of the applicant to assure itself that information contained herein is accurate and complete. The City does not provide any assurances as to the accuracy of any information in this RFP.

Any reliance on these contents, or on any communications with City officials, shall be at the applicant's own risk. Prospective applicants should rely exclusively on their own investigations, interpretations and analyses. The RFP is being provided by the City without any warranty or representation, express or implied, as to its content, its accuracy, or its completeness. No warranty or representation is made by the City or its agents that any application conforming to these requirements will be selected for consideration, negotiation, or approval.

The City shall have no obligation or liability with respect to this RFP, the selection and the award process or whether any award will be made. Any applicant to this RFP who responds hereto fully acknowledges all the provisions of this disclosure and disclaimer, is totally relying on this disclosure and disclaimer, and agrees to be bound by the terms hereof. Any applications submitted to the City or its advisors pursuant to this RFP are submitted at the sole risk and responsibility of the party submitting such application.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information is for guidance only and does not constitute all or any part of an agreement.

The City and all applicants will be bound only as, if and when an application, as same may be modified, and the applicable definitive agreements pertaining thereto, are approved and executed by the parties, and then only pursuant to the terms of the definitive agreements executed among the parties.

Disclosure and Disclaimer

Applicant: 0

Any response to this RFP may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City.

The City is governed by the Government-in-the-Sunshine Law, and all applications and supporting documents shall be subject to disclosure as required by such law. All documents received by the City shall become public records.

Applicants are expected to make all disclosures and declarations as requested in this RFA. By submission of an application, the applicant acknowledges and agrees that the City has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the application, and authorizes the release to the City of any and all information sought in such inquiry or investigation. Each applicant certifies that the information contained in the application is true, accurate and complete to the best of its knowledge and belief.

Notwithstanding the foregoing or anything contained in the RFP, all applicants agree that in the event of a final unappealable judgment by a court of competent jurisdiction which imposes on the City any liability arising out of this RFP or any response thereto or any action or inaction by the City with respect thereto, such liability shall be limited to \$10,000.00 as agreed-upon and liquidated damages. The previous sentence, however, shall not be construed to circumvent any of the other provisions of this disclosure and disclaimer which imposes no liability on the City.

In the event of any differences in language between this disclosure and disclaimer and the balance of the RFP, it is understood that the provisions of this disclosure and disclaimer shall always govern. The RFP and any disputes arising from the RFP shall be governed by and construed in accordance with the laws of the State of Florida.

Signature of Preparing Party/ Date

Name/Title:

Signature of Authorizing Party/ Date

Name/Title:

Signature of Board Chair/ Date

Name/Title:

Signature of Board Secretary/ Date

Name/Title:

General HOME Program Requirements (1 of 3)

HOME Per-Unit Subsidy Amount

The maximum amount of HOME funds that may be invested on a per-unit basis may not exceed a per-unit dollar amount established by HUD.

Rental Housing

Refer to the HOME Program Final Rule, 24 CFR Part 92, §92.252 and §92.253 for Rental Housing Project Qualification and for Tenant Protections.

Eligible Costs

Refer to the HOME Program Final Rule, 24 CFR Part 92, §92.206 for a list of eligible project costs.

Prohibited Activities

Refer to the HOME Program Final Rule, 24 CFR Part 92, §92.214 for a list of prohibited activities.

Property Standards

Property that is rehabilitated with HOME funds must meet all applicable local codes, rehabilitation standards, ordinances, and zoning ordinances prior to occupancy. Following rehabilitation, owners will be required to maintain projects in accordance with all applicable State and local quality standards and code requirements. Proposed rehabilitation projects must propose to remedy all outstanding code deficiencies. The project owner is responsible for ensuring compliance with these standards throughout the period of affordability. The City will conduct inspections of all HOME-assisted units according to the schedule required by the HOME Rule.

Handicapped Accessibility Standards

Rehabilitation projects funded with HOME funds are subject to the Uniform Federal Accessibility Standards (UFAS) under Section 504 of the Rehabilitation Act of 1973. Alterations are divided into two types:

Substantial Alteration: (Regulatory Citation 24 CFR 8.23(a)) Alteration in which the cost of the alterations to a facility of 15 or more dwelling units (including scattered site housing) equals or exceeds 75 percent of the replacement cost of the completed facility. Substantial alterations are subject to new construction accessibility requirements.

Alterations that do not meet the definition of substantial (i.e., the development altered has less than 15 units, or the costs are less than 75 percent of the replacement cost of the completed facility) are covered by "other alterations."

Other Alterations: (Regulatory Citation 24 CFR 8.23(b)) Applies to multifamily housing developments of 5 or more dwelling units (including scattered site housing). These alterations to dwelling units must, to the maximum extent feasible, be made accessible to and usable by individuals with disabilities. A minimum of 5 percent of the total dwelling units in a building or development, with a minimum of one unit, must be made accessible for individuals with mobility impairments. In addition to providing access to those with mobility impairments, when possible, the unit(s) shall also be pre-wired to facilitate the installation of auxiliary devices to assist the hearing and the visually impaired.

Alterations to common areas such as entrances, lobbies, and recreation rooms must be made accessible to and usable by individuals with disabilities to the maximum extent feasible.

General HOME Program Requirements (2 of 3)

Labor Standards/Prevailing Wages

Every contract for the construction (or rehabilitation) of housing that includes 12 or more units assisted with HOME funds is required to comply with federal regulations pertaining to labor standards, including the prevailing wage requirements as determined pursuant to Davis-Bacon (40 USC 276a-5).

Equal Opportunity and Fair Housing

Entities receiving HOME funds are required to comply with all City ordinances, federal laws, executive orders and regulations pertaining to fair housing and equal opportunity.

Affirmative Marketing

The City has adopted affirmative marketing policies and requirements for rental and homebuyer projects containing 5 or more HOME-assisted housing units. Affirmative marketing consists of efforts to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, religion, sex, sexual orientation, handicap, familial status or national origin. Affirmative marketing requires that entities receiving HOME funds take every reasonable step to inform and solicit applications from persons in the available housing market who are not likely to apply for the housing without special outreach and advertising efforts. Entities receiving HOME funds will be required to comply with the City's affirmative marketing policies and will be required to submit an affirmative marketing plan for the funded project.

Minority/Women Business Outreach

Entities receiving HOME funds are required to undertake minority/women business outreach to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including, without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants and providers of legal services.

Section 3

Section 3 of the Housing and Urban Development Act of 1968, as amended in 1992, requires that economic opportunities generated by HUD financial assistance for housing and community development programs be targeted toward low and very low-income persons. Entities receiving HOME funds are required to comply with Section 3 which provides that, to the greatest extent feasible, opportunities for training and employment shall be given to lower-income residents of Miami Beach, and that contracts for work in connection with such projects be awarded to business concerns which are located in or are owned in substantial part by lower income Miami Beach residents.

Lead Based Paint

Housing assisted with HOME Program funds is subject to the requirements of 24 CFR Part 35, as amended, and the Lead-Based Paint Poisoning Prevention Act as amended by Title X of the Housing and Community Development Act of 1992. Projects assisted with HOME funds may require notification to tenants, disclosure of lead-based paint information, identification of defective paint surfaces, treatment of defective surfaces, and response to children with elevated blood lead levels. On September 15, 1999, U.S. HUD issued the final rule entitled "Requirements for Notification, Evaluation and Reduction of Lead-Based Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance". This regulation sets new requirements to prevent childhood lead poisoning in housing assisted or being sold by HUD and other Federal agencies.

General HOME Program Requirements (3 of 3)

Debarment/Suspension

Participants in the HOME Program must certify, pursuant to 24 CFR Part 24, that neither they or their principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the covered transaction.

Other Federal Requirements

There are a number of other federal requirements that apply to all HUD-funded programs including the implementation of HOME Program rental housing activities.

Please acknowledgement acceptance and understanding of General HOME Program Requirements below.

Signature of Preparing Party/ Date

Name/Title:

Signature of Authorizing Party/ Date

Name/Title:

Signature of Board Chair/ Date

Name/Title:

Signature of Board Secretary/ Date

Name/Title:
